



CITY OF STAMFORD, CONNECTICUT

**Smith House Skilled Nursing Facility
Board of Director's Meeting
Stamford Government Center
Thursday, June 19, 2014
8 A.M.**

Board Members Present: Sharon Bradley, Moira Colangelo, Anne Fountain, Michael Handler, Ted Jankowski, Chuck Pace, Christopher Tasik, Vito Quivelli,

Member(s) Absent: Sal Gabriele, Michael Pansini, Vito Quivelli, and Dr. Henry Yoon

Other Attendees: Robert Mislow, Robert Robitaille, and David Yanik

1. Call to order by Chairperson, Christopher Tasik at 8:10 a.m.
2. Approval of May 22, 2014 Meeting minutes – Minutes were approved as presented.

3. Chairman's Report

Nominations and Election of Officers for FY 2015

- a. Chairman Tasik nominated Sharon Bradley and Anne Fountain as Co-Chairs and Moira Colangelo as Secretary
- b. Michael Handler nominated Christopher Tasik

The slate of officers nominated was unanimously elected.

Status of Capital Funding Requests – Mr. Mislow reported that the bus is now operational. There is still no determination regarding the status of the snowplow and handicap accessible bus requested. If the request for the snowplow is denied, Chairman Tasik asked Mr. Jankowski to provide an effective snow removal plan for Smith House.

Mr. Mislow reported that the carpeting is in process of being installed and should be complete in 4 – 5 days. Renovation plans for the Garden Room have been temporarily tabled as the Medical Committee met and discussed other revenue generating/patient service opportunities for the space.

4. Executive Director's Report.

2014/2015 Budget Overview – The accounting software program requested in the budget was approved.

The Electronic Medical Record (EMR) systems requested is under discussion with the OPM. Mr. Mislow reported that if implemented, the system is expected have an ROI of two years. There are multiple efficiencies with an EMR, including improved and consistent patient documentation, efficient transfer of information to/from other healthcare providers and insurers. If the system is approved, a go live date of 1/1/2015 is anticipated. There was a discussion of which historical patient records would need to be put into the system and various methodologies to accomplish this.

Wi Fi Nodes have been installed and just need to be hooked up. This may assist with cell phone reception at Smith House.

APRN Contract – a new APRN has been identified and a contract submitted to the City for signature over a month ago. Mr. Jankowski said he would look into the delay.

Job Description Revisions Report - The Director of Nursing and MDS positions have been posted. The posting for the Food Service Manager is delayed pending determination of which, if any type of testing is required.

The Personnel Committee of the City approved the job revisions submitted last month. Two job descriptions will be submitted each month until all Smith House jobs descriptions have been updated.

There are blood exposure statements in all new job descriptions. The statements vary based on the positions and relativity of possible blood exposure within each job.

Overtime Issue – Stamford Advocate Article on June 18, 2014 –

Mr. Pace referenced an article in the Stamford Advocate on June 18, 2014 that reported \$942k in overtime expenses for Smith House in 2015. A discussion followed regarding the limited information in the article. Both Mr. Mislow and Mr. Handler stated that the Advocate failed to address or understand the fact that accounting methodology of the City requires that all supplemental (premium pay, holiday pay, etc) are recorded as overtime and can be misleading to the public. Mr. Handler stated that the Advocate never contacted him for a statement. Discussion followed as to why there is no representation from the Board of Representatives on the Smith House Board. Mr. Tasik said he would follow up with the Chair of the Board of Reps. To make a request for representation.

Smith House Roof – The roof is still leaking in the east wing. Mr. Jankowski, Mr. Mislow and City engineers inspected the Smith House roof. Engineering proposed a \$5,000 Infrared Study to determine if a new roof was needed. Consensus is that a study is not needed - the roof leaks.

At the May 22nd meeting, Mr. Gabriele stated that he would discuss the possibility of emergency funding with the Board of Finance for a new roof. Mr. Gabriele was not present to report on any roof discussion with the Board of Finance.

State and Federal Inspections- Mr. Mislow reported that all corrections related to the recent State inspection were completed. There was an OSHA inspection three weeks ago; Risk Management from the City was present. There were no reportable issues. OSHA requires an Exposure Control Plan; Smith House uses the one for the City. Conversations will continue to determine if the City Plan is sufficient for State requirements.

OSHA also determined that the sprinklers in the garage are not sufficient even though they meet City and Fire Marshall code. Mr. Mislow submitted a capital expenditure request for \$2000 to bring the garage sprinklers up to OSHA standards.

Mr. Mislow restated the results for the fire drill for Ms. Fountain who was not at the May meeting.

Committee Reports -

Marketing - Mr. Cavelli and Mr. Mislow meet with two presenters and have asked a third company for a presentation. The focus of the presenting companies is on digital media and perception of Smith House in the community.

Medical Committee – The Medical Committee met and discussed the need for the Medical Committee to participate in State and Federal medical audits. New revenue generating clinical services and other strategic endeavors were discussed. The renovations to the Garden Room are on hold as this is the area where such opportunities could possibly be created.

Financial Update – Mr. Robitaille distributed current financial statements. The efforts to collect on old Medicaid accounts has been rewarding. Medicaid accounts are now all current. Mr. Robitaille and his staff will now focus on outstanding private pay and commercial accounts in arrears.

A general discussion ensued regarding commercial contract and Medicaid rates.

Census has been down a bit, Mr. Robitaille meeting with key personnel at Stamford Health System to determine if there is a specific cause for the drop in referrals.

Meeting adjourned at 9:30 AM

Respectfully submitted by

Moira T. Colangelo
Secretary